

Congratulations. Your improvements will help to make Rochester a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**



Julio Vázquez Sr
Commissioner of
Community Development

City of Rochester

Department of Community Development
Bureau of Buildings and Zoning
City Hall, Room 121B
30 Church Street
Rochester, New York 14614



Robert J. Duffy, Mayor
City of Rochester, NY



City of Rochester, New York

Dept. of Community Development
Bureau of Buildings and Zoning

Obtaining a
**Third Floor
Occupancy**
Permit

How to
**Make the
Process Go
Smoothly.**

1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including the square footage of habitable floor area.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office.

2 Follow Through with Application Requirements:

- Ensure that all necessary inspections are performed. If new walls are built, framing insulation and final inspections are required.
- If the 3rd floor space is already "finished", an inspection will be required and set at the time of permit application.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

3 Supply Additional Submissions:

- Two (2) copies of an Instrument Survey Map of the property may be required.
- Two (2) copies of floor plans, drawn to scale, showing any alterations, room sizes, ceiling heights, stair dimensions and window type, size and locations. Drawings prepared by a licensed design professional may be required.

4 Pay the Required Fees:

The fee for your permit is **\$50.00**, unless alterations are taking place. If so, the fee is based on the contractor's written cost estimate including labor and materials. A Certificate of Occupancy fee is also required: minimum **\$40**.

Cost Estimate	Permit Fee
\$0 – 2,000	\$50.00
\$2,001 – 4,000	\$70.00
\$4,001 – 6,000	\$90.00
\$6,001 – 8,000	\$110.00
\$8,001 – 10,000	\$130.00
\$10,001 – 12,000	\$150.00
\$12,001 – 14,000	\$170.00
\$14,001 – 16,000	\$190.00
\$16,001 – 18,000	\$210.00
\$18,001 – 20,000	\$230.00

If cost estimate is greater than \$20,000, please call **428-6526** for permit fee and other possible requirements.

Helpful Information:

- The City requires hard wired smoke and fire detection systems.
- A sprinkler system may be required throughout the entire structure.
- Call **428-6561** with any questions regarding construction details during the planning stages.
- Variance approval may be required for certain expansions. Call **428-7043** to determine if the expansion is permitted.
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call **428-7043** for more information.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

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Bureau of Buildings and Zoning**
City of Rochester Permit Office
City Hall, 30 Church St., Room 121B
Rochester, New York 14614

9:00 am – 4:45 pm

Questions? Call 311
www.cityofrochester.gov